



JOB ANNOUNCEMENT

STATEWIDE ENFORCEMENT PROGRAM

COASTAL PROGRAM ANALYST I OR COASTAL PROGRAM ANALYST II

LIMITED TERM, FULL-TIME (WITH THE POSSIBILITY OF EXTENSION OR PERMANENT) POSITION(S)

SAN FRANCISCO

The California Coastal Commission's Enforcement Program is seeking a talented and enthusiastic person(s) for its Headquarters Enforcement Team.

The mission of the Coastal Commission is to provide for balanced use of the coastal zone and to protect, restore and enhance coastal and marine resources for the continuing benefit of current and future generations, including protection of public access under the Coastal Act. The Commission's Statewide Enforcement Program employs coastal program analysts to enforce the permitting and resource protection policies of the Coastal Act. Enforcement staff investigates and resolves Coastal Act violation cases that can involve either development activities undertaken without first obtaining a Coastal Commission permit or activities undertaken in violation of a permit granted by the Coastal Commission. Enforcement staff members in the Commission's six district offices first try to resolve reported incidents of violation activity. If the case is particularly serious or will involve litigation for civil penalties the violation case is elevated to the Headquarters enforcement team. Headquarters enforcement analysts' central function is to resolve elevated enforcement cases. Job duties for enforcement analysts include:

- Investigation and analysis of complicated legal and factual matters;
- Dispute resolution and settlement negotiations;
- Coordination with Local, State and Federal jurisdictions;
- Preparation and presentation of staff recommendations to the Commission for cease and desist and restoration orders at administrative hearings;
- Preparation of case referral for litigation by the Office of the Attorney General;
- Litigation support for the Office of the Attorney General; and
- Case record-keeping and maintenance of program database.

(Duties will be adjusted commensurate with the level at which the position is filled.)

To find out more about the program and what it does, you can access a fact sheet about the Enforcement Program at http://www.coastal.ca.gov/enforcement/enforcement_program.pdf. Employees work directly under the Enforcement Headquarters Supervisor and the Chief of Enforcement. Employees are responsible for keeping the Chief of Enforcement aware of project status on all assigned cases and requesting decisions on matters which exceed their authority. Employees are responsible for making everyday decisions relating to enforcement program functions as assigned. They represent the Enforcement Program upon request at Coastal Commission staff meetings, inter-agency meetings, and in front of the Coastal Commission.

QUALIFICATIONS: Knowledge of the Coastal Act, the Coastal Commission's permit and planning process, and some experience with legal issues is critical. Persons with the following education and/or work experience would be preferred: environmental law, land use planning and regulation, environmental science, or related fields. The successful candidate(s) will demonstrate strong analytical skills and the ability to research and interpret legal coastal resource issues. Strong writing and speaking skills and the ability to work as a team member are critical.

ELIGIBILITY: Current state employees or former state employees with transfer or reinstatement rights at the Coastal Program Analyst I or Coastal Program Analyst II levels or comparable classifications. Eligible individuals on the Coastal Program Analyst I or Coastal Program Analyst II lists may apply. Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678. Check the Commission's website for the next round of testing.

Please note that if you are not a current or past state employee or have not successfully participated in an appropriate civil service examination, then you will be unable to be considered for this vacancy. For more information on how to get a state job, please see the State Personnel Board's website at www.spb.ca.gov.

SALARY:	Coastal Program Analyst I	\$3106 – \$4810 per month
	Coastal Program Analyst II	\$4619 – \$5784 per month

CONTACT: Lisa Haage, Chief of Enforcement
(415) 904-5220

Aaron McLendon, Headquarters Supervisor
(562) 590-5071

FILING: The position will be open until filled. Funding for this position is currently through June 30, 2014, but we anticipate some level of funding for fiscal year 2014/2015. We would like to fill the position as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses are offered. Submit current resume, State Application Form 678 (indicating which location) and writing sample to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 or Toll free (866) 831-2540

For more information about the Coastal Commission or to obtain a State Application Form 678, you may visit our Internet website at: www.coastal.ca.gov. If you have questions you may e-mail us at HumanResources@coastal.ca.gov or call the above numbers.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

TDD for the Hearing Impaired (415) 597-5885